

DOCUMENT NAME: Meal Tickets**DAFIS DOCUMENT TYPE: 33**

1. **Description:** The DD-652 is used to provide meals for members of the uniformed services (usually recruiting and reserve).
2. **Primary Forms:** DD-652, Meal Ticket Uniformed Services
3. **Related Forms:** None.
4. **Document Number:** Nonstandard Number - FINCEN assigned.

SAMPLE: 3394MT134851

<u>Document Type</u>	<u>FY Funded</u>	<u>Meal Ticket</u>	<u>Meal Ticket Number</u>	<u>Suffix</u>
33	94	MT	134851	

5. **Accounting Line:** If multiple lines are used, a different suffix is required for each line starting with 000.

SAMPLE: 2/P/401/199/56/0/PE/68106/2100

6. FINCEN Critical Processing Requirements:

- a. Issuing units must ensure the following information is provided on each DD-652:

- (1) Bill to: CO (XX33)
USCG Finance Center
1430A Kristina Way
Chesapeake, VA 23326-XX33

Note: XX denotes appropriate Accounting Correspondence Symbol from Appendix L.

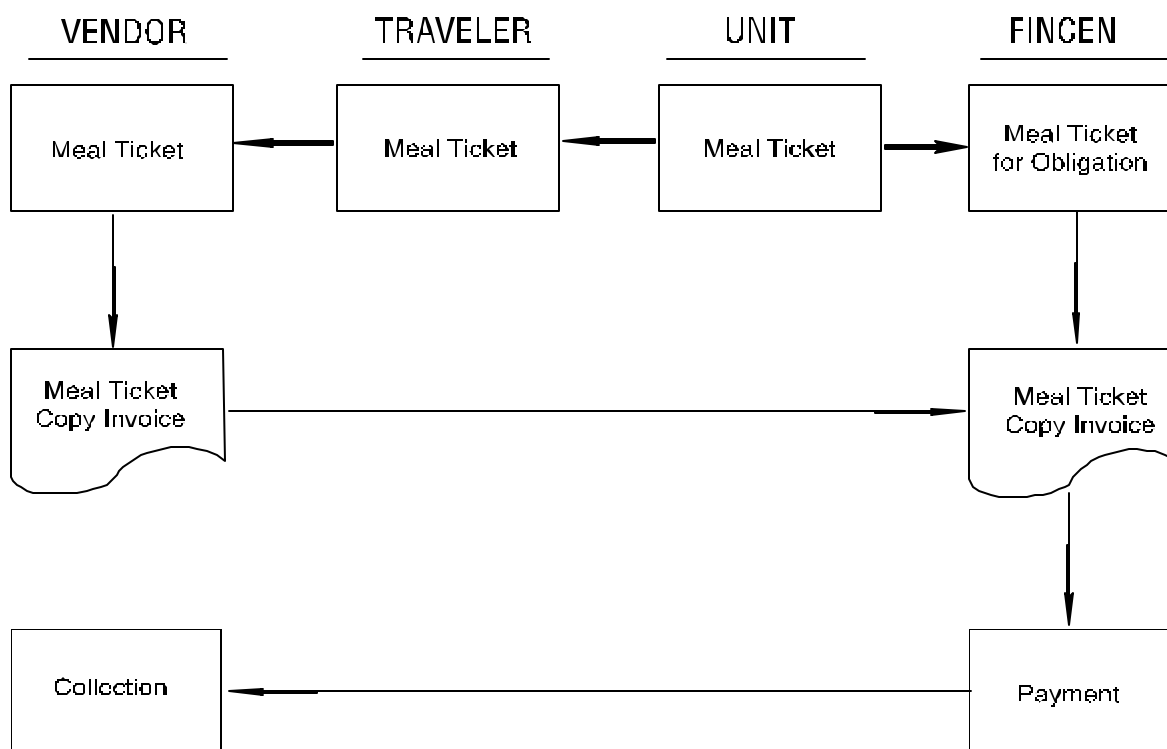
- (2) Member's name and signature.
- (3) Date.
- (4) Number of meals.
- (5) Total cost.
- (6) DAFIS Accounting data.

- b. The vendor will submit original DD-652 along with invoices for payment.

7. Other Information: None.

8. LUFS Information:

- a. Standard generic input through the Record Spending Module.
- b. Obligation will transmit electronically via LUFS, if desired.
- c. Copy four of the FORM DD-652 should be mailed to FINCEN and should have the statement on the face of the document:

"OBLIGATION TRANSMITTED ELECTRONICALLY VIA LUFS"**9. Document Flow:****Figure 12D-58 Meal Tickets**

- a. Figure 12D-58 describes the procedures for processing Meal Tickets.
- b. The target unit prepares the DD-652 giving copies 1, 2, & 3 to the member and forwarding copy 4 to the FINCEN. The DD-652 must include a standard document number and chargeable accounting data.
- c. When obtaining meals the member will give the vendor copies 1 & 2 and retain copy 3.
- d. The vendor will invoice the FINCEN directly, including copy 1 of the meal ticket with the invoice.

9. e. The FINCEN will initiate payment.

10 **Sample Forms:** See Figure 12D-59.

11. **PES Report Sample:**

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
3394MT134851	103F	94021F111	12345	2100	0.00	0.00	0.00	8.99

12. **References:** None.

UNIFORMED SERVICES MEAL TICKET		BILL TO (Dept. and Bureau or Service)		M. T. No.	
		CO(0633) USCG FINANCE CENTER 1430A KRISTINA WAY, CHESAPEAKE VA 23320-0633		134851	
THIS TICKET IS GOOD FOR MEALS ONLY. It should be accepted in lieu of cash by any concern (or person) serving meals to the public, and MUST BE PRESENTED AT TIME MEAL IS ORDERED. See instructions on reverse. Use typewriter, ink or indelible pencil to complete form.					
PERSON RECEIVING MEAL OR IN CHARGE		TRAVEL ORDERS (Army, Air Force and Coast Guard only)		I/R NOS.	
Recruit A. Smith		TO#220-1		BO, 071, 827	
APPROPRIATION CHARGEABLE 2/P/401/199/56/O/PE/68106/2100		Doc. ID 3394MT134851			
ISSUING STATION OR SHIP AND DATE OF ISSUE		TYPE OF MEAL		TOTAL NUMBER OF MEALS	
MEPS PORTLAND, ME 04101-3403 10 JAN 94 (Date)		MORNING			
After meal service is received, person receiving meal or in charge of party must complete the following:		NOON			
DATE		EVENING		ONE	
NUMBER OF MEALS FURNISHED		TOTAL COST		COST PER MEAL NOT TO EXCEED	
				RESTAURANT	
				RAILWAY DINER OR AIRCRAFT	
CERTIFIED BY (Signature of person receiving meal or in charge)		NAME AND ADDRESS OF PERSON OR CONCERN FURNISHING MEAL			
VOID-FOR SAMPLE ONLY.		(Name)			
		(Street)			
		(City)			
		(State)			
		(Zip Code)			

DD FORM 652 1 FEB 69

REPLACES EDITION OF 1 OCT. 39, WHICH WILL BE USED UNTIL SUPPLY IS EXHAUSTED

Approved by Comptroller Gen., U.S.
12, January 1969

NOT NEGOTIABLE

Figure 12D-59 DD-652, Meal Ticket Uniformed Services